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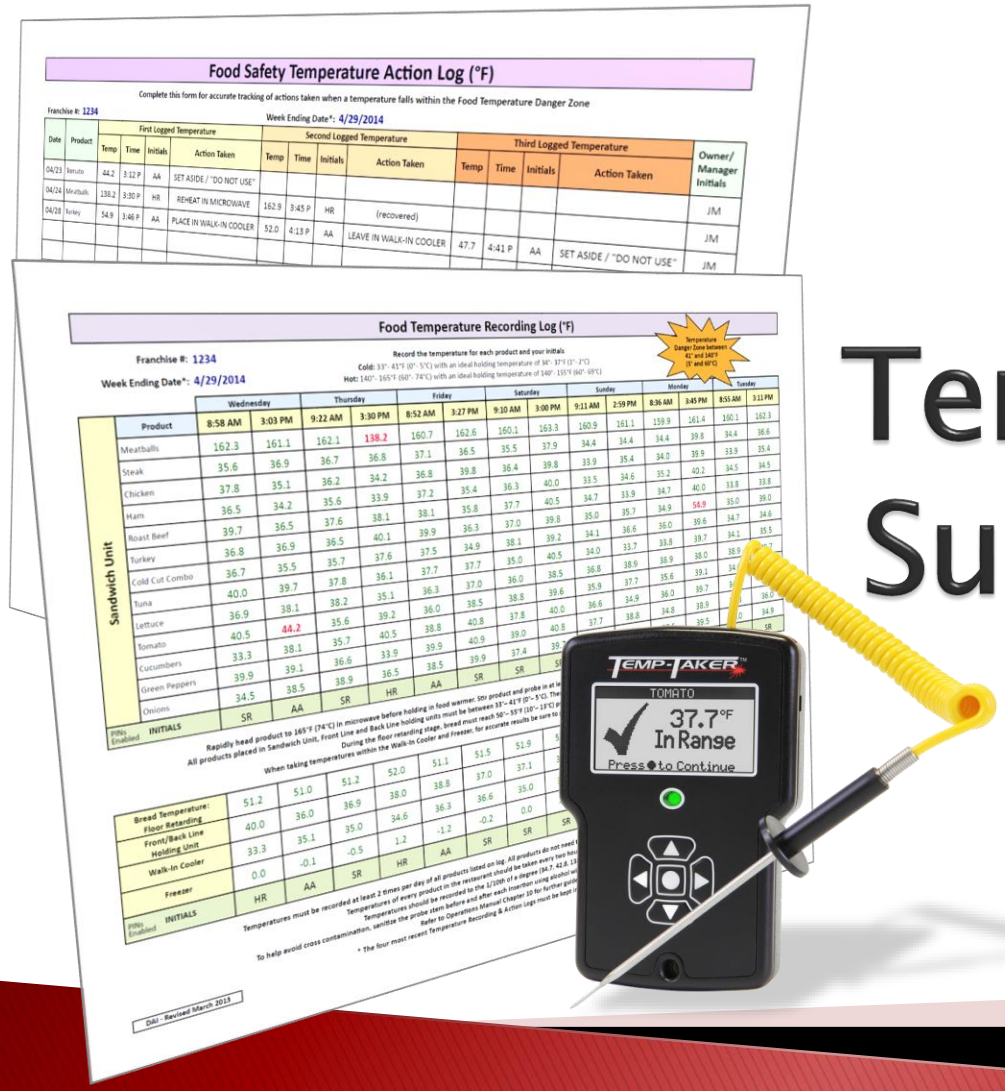

Temp-Taker® 3 Subway Edition

Getting Started

T3GSSW-150826

TEMP-TAKER™

ITDFoodSafety.com

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Introduction

Congratulations on your acquisition of the Temp-Taker® 3 – Subway Edition. This edition automates the temperature-taking process while maintaining full compliance with Subway's operation guidelines, including the printing of Subway's Temp Log reports and the implementation of Subway's Corrective Action procedure.

This guide will assist store owners and managers in quickly setting up and using the Temp-Taker® 3 – Subway Edition in their stores. For more detailed technical information consult document T3UMGE *Temp-Taker 3 - User Manual* (see last page in this document).

IMPORTANT NOTE: If you already have Temp-Taker® 3 installed on your machine, it is important that you follow the instructions described in document T3SUSW *A Guide to Upgrading to the Subway Edition*.

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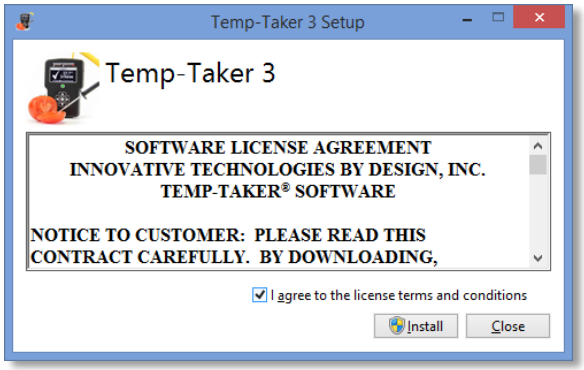
Installing the PC software

To perform a fresh installation of the Temp-Taker® software, please note the following:

- You must be logged on your machine with an administrator account; this is because Windows must install USB drivers.
- You may also need to temporarily disable antivirus and/or other security software in order to successfully perform the installation.
- Insert the installation disc in your CD drive. On most systems, the installation will automatically start; if it does not, simply browse to the contents of your CD drive and double-click the *Setup.exe* file.
- If you downloaded the executable, you may need to extract the file from the zipped folder and then double-click it.
- A setup window will appear displaying the Software License Agreement (see figure). Check the box to agree to the license terms and then click the 'Install' button. If Windows or other security software requests confirmation that you wish to allow the installation, be sure to agree.



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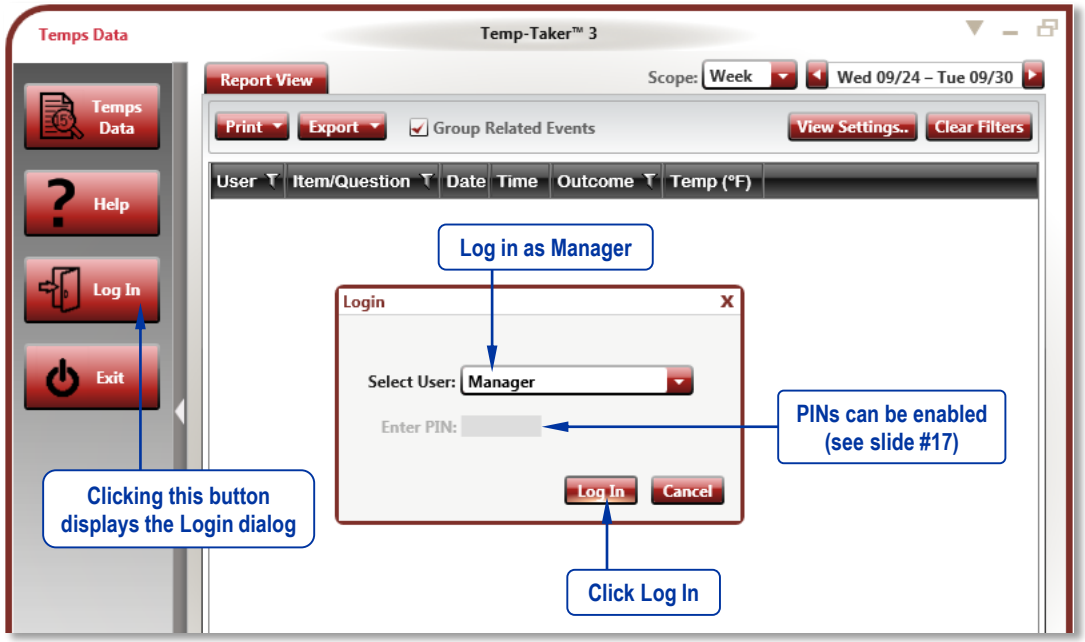
Logging into the software

The store owner or a general manager should be the first to log into the software. Click the 'Log In' button on the left vertical toolbar, select Manager from the 'Select User' dropdown, and then log in (see figure below).



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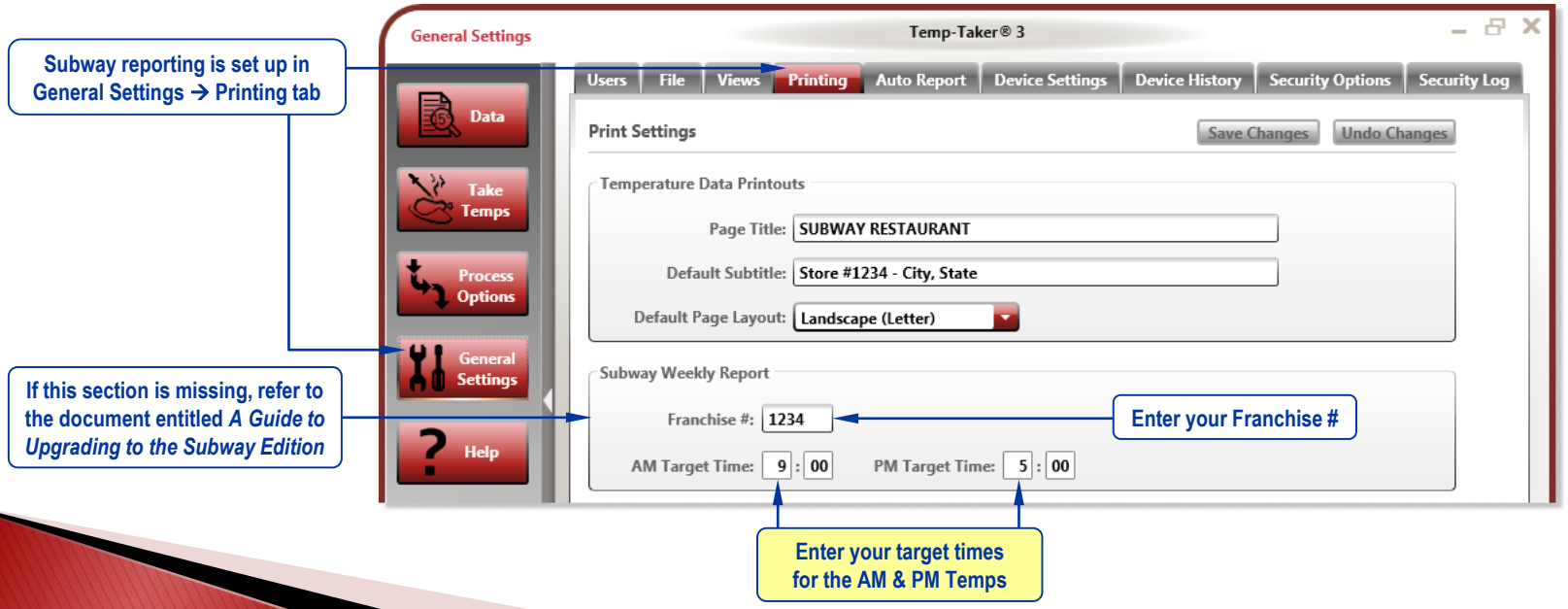
Customizing the setup: Setting up the Subway Temp Log

The figure below shows how to perform the one-time setup of the Subway reporting features. Enter your Franchise Number and the AM/PM target times for taking the temperatures that should appear in the Subway Temp Log reports. **Temps do not need to be taken precisely at these specified target times.** They may be taken at any time during the AM and PM. The target times entered here are used by the software to select between multiple Temps taken for a particular product during the AM or PM. In this case, the temperature closest to the target time is used for the report.



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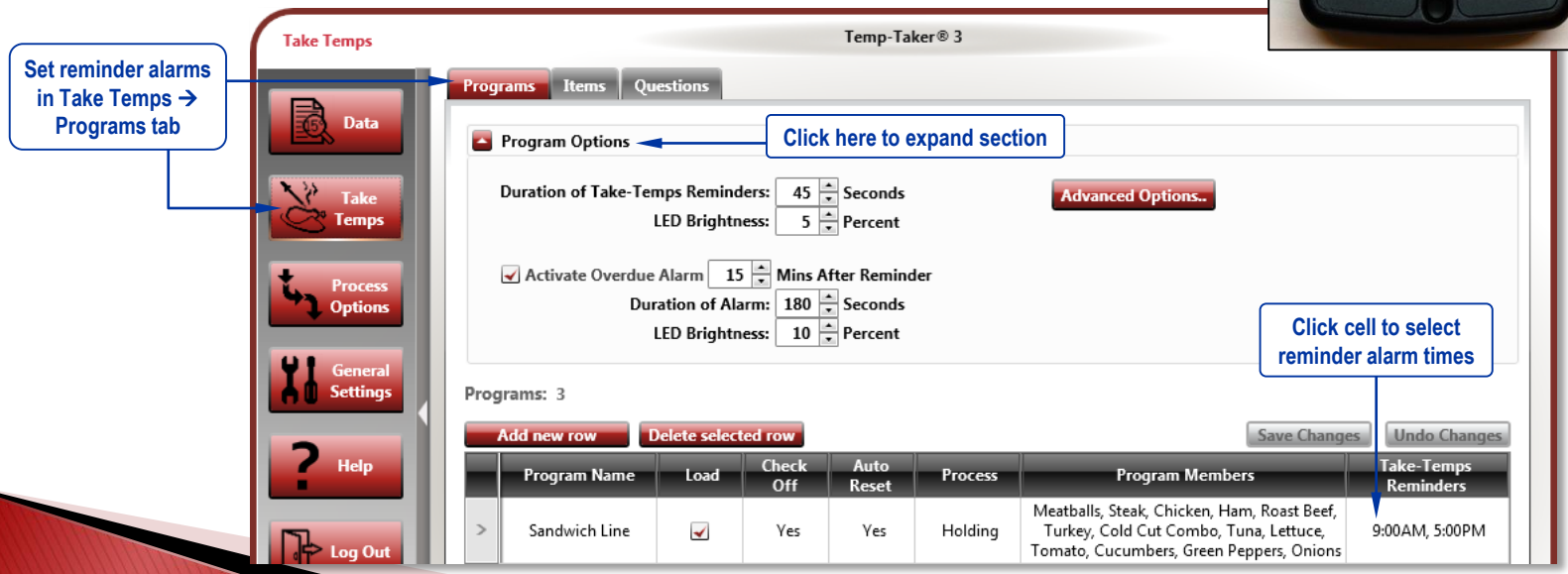
Setting reminder alarm times

Take-Temps reminder alarms can optionally be set after installing the software. This is done in the Take Temps → Programs tab (see example in the figure below). Many Subway stores set reminder alarm times that correspond to the target AM and PM times entered in the General Settings → Printing tab (shown in the previous slide). The figure below shows an example of two reminder alarms programmed to activate everyday at 9AM and 5PM. The figure on the right illustrates the activation of a Take-Temps reminder alarm.



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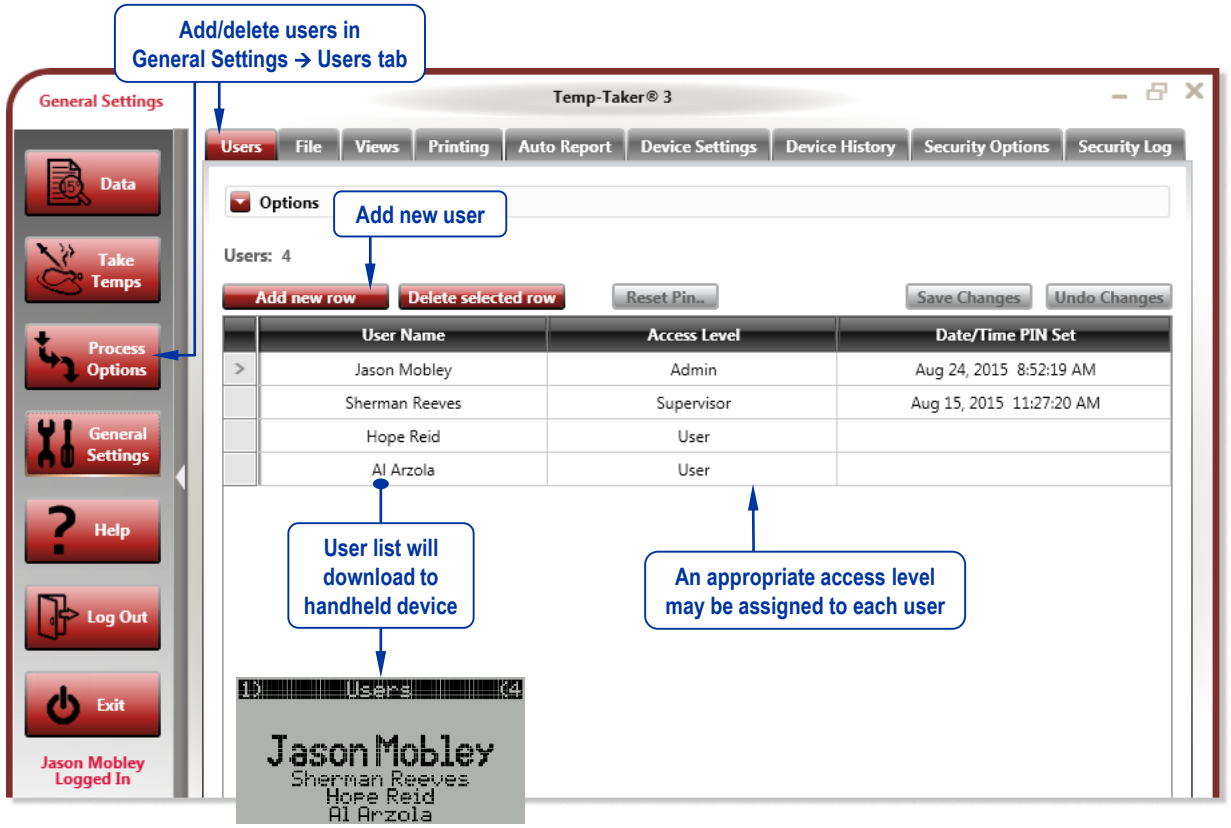
Entering user names

Users are added/deleted in General Settings → Users tab (see figure below on the right). If you would like user initials to appear in the Subway Temp Log reports (see figure below on the left), make sure the first and last name of each user is entered.

		Wednesday	
Sandwich Unit	Product	8:58 AM	3:03 PM
	Meatballs	162.3	161.1
	Steak	35.6	36.9
	Chicken	37.8	35.1
	Ham	36.5	34.2
	Roast Beef	39.7	36.5
	Turkey	36.8	36.9
	Cold Cut Combo	36.7	35.5
	Tuna	40.0	39.7
	Lettuce	36.9	38.1
	Tomato	40.5	44.2
	Cucumbers	33.3	38.1
	Green Peppers	39.9	39.1
	Onions	34.5	38.5
PINs Enabled	INITIALS	SR	AA

Subway Temp Log report showing User initials

Initials taken from first/last name entered in Users tab



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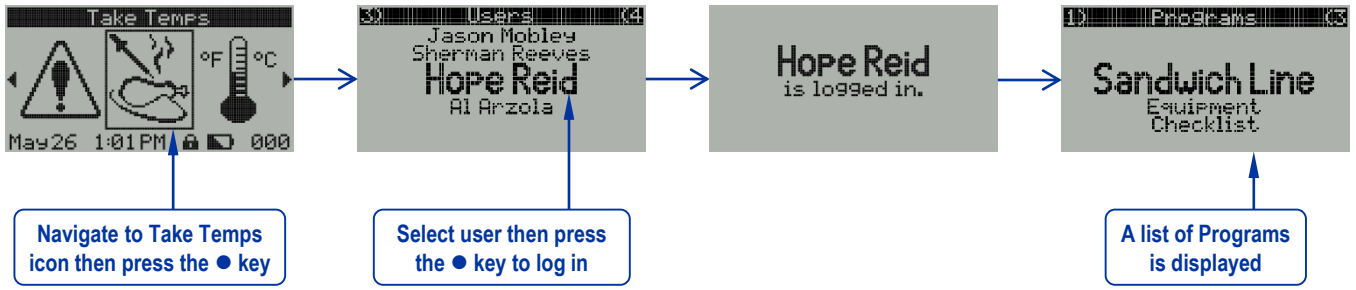
Using the handheld device: Logging in & logging out

Navigate to the Take Temps icon on the Main Menu and press the ● key to log in (see example in the figure below).



When finished using the device, the user should manually log out by navigating to the 'Power Off' ⏻ or 'Log Out' icons on the Main Menu and pressing the ● key. Additionally, default settings automatically turn the handheld device off after approximately 1½ minutes of inactivity. If this happens while on the Main Menu, the currently logged-in user is logged out automatically.

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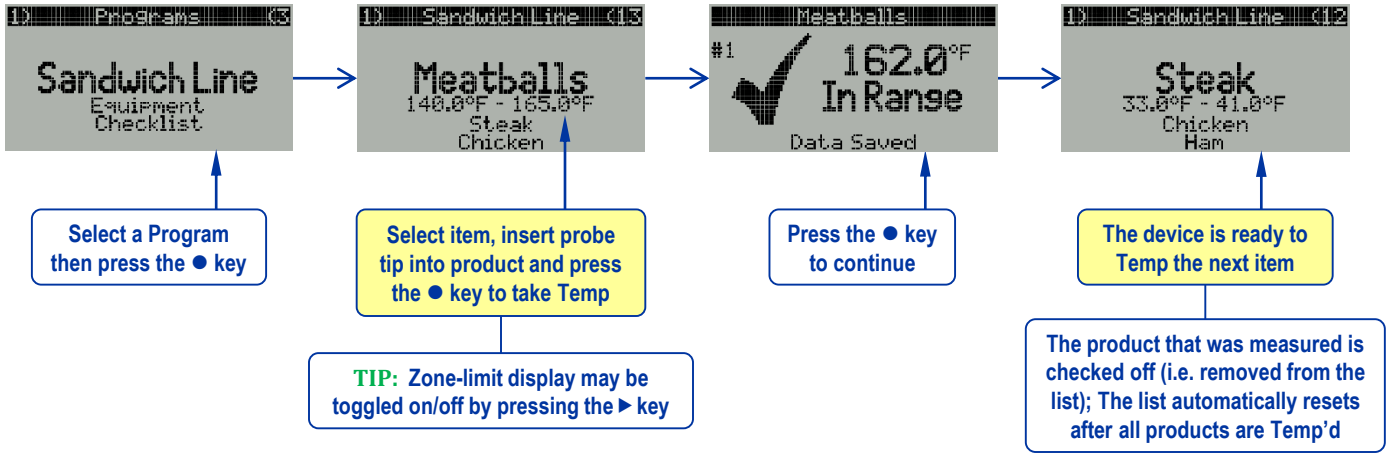
Taking In-Range Temps

The figure below shows how to take In-Range Temps. The Temp-Taker® uses a proprietary temperature-stability detection algorithm to determine when the temperature of the probe's tip has sufficiently stabilized before producing the temperature reading. This contributes toward generating fast/accurate Temps.

If the measured temperature is within the established safe zone, an In-Range event is generated and the event details are saved into non-volatile memory. At this point the device is ready to Temp another item.


Programs
Sandwich Line
Equipment
Checklist
Select a Program then press the ● key
Sandwich Line
Meatballs
140.0°F - 165.0°F
Steak
Chicken
Select item, insert probe tip into product and press the ● key to take Temp
TIP: Zone-limit display may be toggled on/off by pressing the ▶ key
Meatballs
#1
162.0°F
In Range
Data Saved
Press the ● key to continue
Sandwich Line
Steak
33.0°F - 41.0°F
Chicken
Ham
The device is ready to Temp the next item
The product that was measured is checked off (i.e. removed from the list); The list automatically resets after all products are Temp'd

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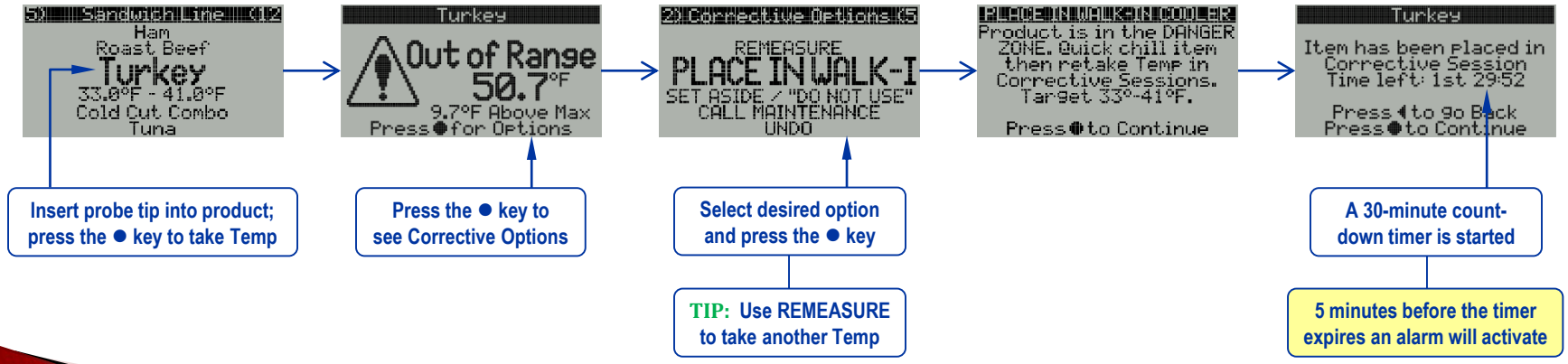
Taking Out-of-Range Temps

The figure below shows what happens when a Temp is Out of Range. Appropriate Corrective Options are provided according to the product being measured and the circumstances in which the product was measured (e.g. if it's an initial Temp or if the Temp was taken after corrective action had been performed).

In the figure below, the PLACE IN WALK-IN COOLER option was selected. This initiated a 30-minute Corrective Session in which the user must follow through on the corrective action and then re-take the product's Temp under the Main Menu icon 'Corrective Sessions' (see next slide).


Ham
Roast Beef
Turkey
33.0°F - 41.0°F
Cold Cut Combo
Tuna
Turkey
Out of Range
50.7°F
9.7°F Above Max
Press ● for Options
REMEASURE
PLACE IN WALK-I
SET ASIDE / "DO NOT USE"
CALL MAINTENANCE
UNDO
Product is in the DANGER ZONE. Quick chill item then retake Temp in Corrective Sessions.
Target 33°-41°F.
Press ● to Continue
Turkey
Item has been placed in Corrective Session
Time left: 1st 29:52
Press ◀ to go Back
Press ● to Continue
Insert probe tip into product; press the ● key to take Temp
Press the ● key to see Corrective Options
Select desired option and press the ● key
TIP: Use REMEASURE to take another Temp
A 30-minute count-down timer is started
5 minutes before the timer expires an alarm will activate

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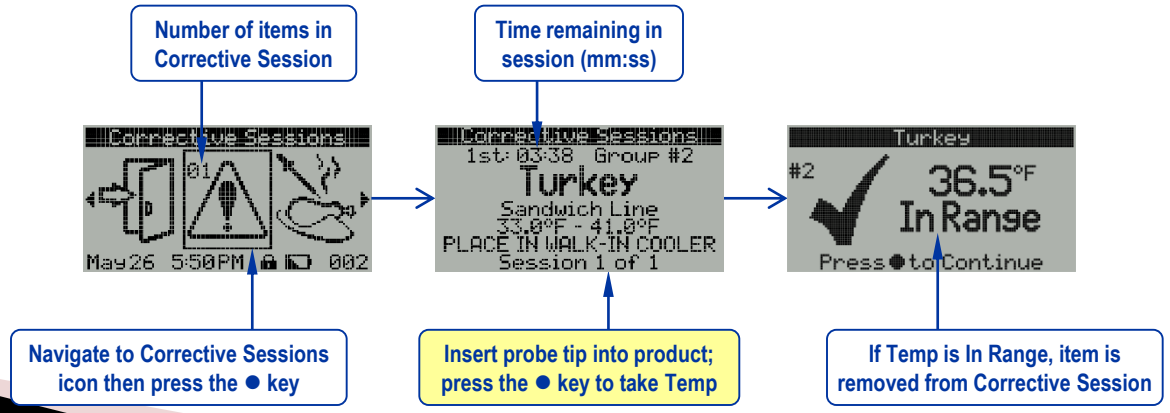
Taking a Temp of a product *after* corrective action is performed

Before the Corrective Session countdown timer expires, another Temp of the product should be taken under the Main Menu icon 'Corrective Sessions'. The figure below shows the Out-of-Range Turkey item (from the previous slide) in Corrective Session. The user inserts the probe in the product and takes an In-Range Temp. At this point Turkey is automatically removed from Corrective Session.

If an Out-of-Range Temp is taken on an item in Corrective Session, appropriate Corrective Options are provided. In accordance with Subway's operation guidelines, a 2nd Corrective Session automatically begins after the 1st session expires if the product's temperature has not yet been recovered.


Number of items in Corrective Session
Time remaining in session (mm:ss)
Corrective Sessions
01
May26 5:50PM 002
Corrective Sessions
1st 03:38 Group #2
Turkey
Sandwich Line
33.0°F - 41.0°F
PLACE IN WALK-IN COOLER
Session 1 of 1
Turkey
#2
36.5°F
In Range
Press ● to Continue
Navigate to Corrective Sessions icon then press the ● key
Insert probe tip into product; press the ● key to take Temp
If Temp is In Range, item is removed from Corrective Session

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‘Closing out an entry with an owner/manager signature’

The figure below continues the example shown in the previous 2 slides. Turkey was ‘in Corrective Session’ and after corrective action was performed the temperature of the product was recovered. The figure below shows part of the Subway *Food Safety Temperature Action Log*.

Note that Temp-Taker® automatically logged the required information except for the ‘Owner/Manager Initials’, which may be handwritten after the page has been printed. **TIP:** Enabling PINs in General Settings → Security Options tab will allow Temp-Taker® to automatically enter the ‘Owner/Manager Initials’ (see Document #T3UPSW entitled *Using PINs With Subway Edition*).

Date	Product	First Logged Temperature				Second Logged Temperature				Third Logged Temperature				Owner/ Manager Initials
		Temp	Time	Initials	Action Taken	Temp	Time	Initials	Action Taken	Temp	Time	Initials	Action Taken	
05/26	Turkey	50.7	5:24 P	HR	PLACE IN WALK-IN COOLER	36.5	5:51 P	HR	(recovered)					

Sample Temp-Taker® Action Log record

When PINs are disabled, manager handwrites initials

When PINs are enabled, Temp-Taker® enters initials

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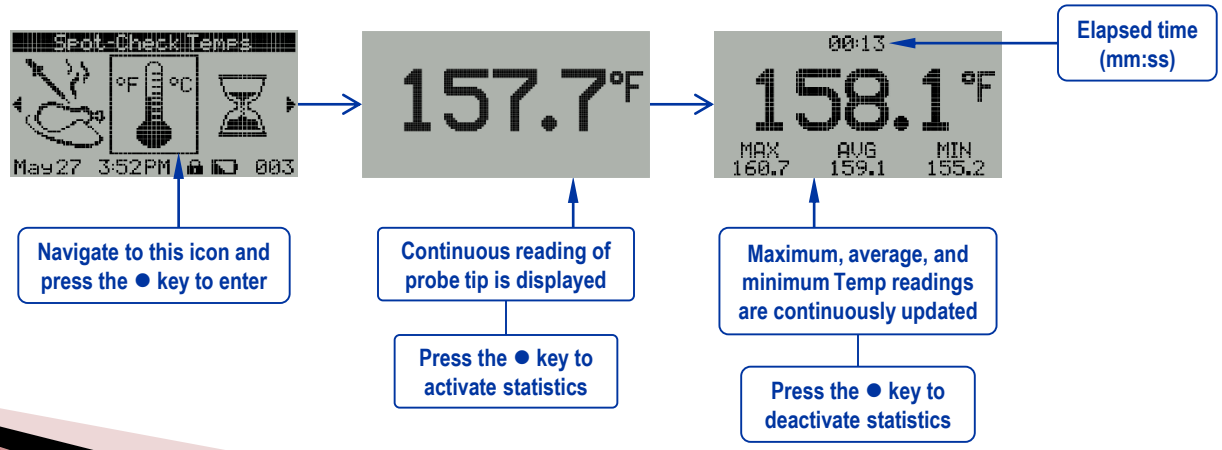
Using Spot-Check Temps mode

Spot-Check Temps mode behaves essentially as a digital thermometer. In this mode no Temps are recorded. To activate this mode, navigate to the Spot-Check Temps icon on the Main Menu and press the ● key (see figure below). Press the◄ key to exit Spot-Check Temps.

The figure also shows how to activate and use the temperature statistics feature of Spot-Check Temps. When this feature is active, every time a new maximum is 'seen' by the probe the LED will flash red and every time a new minimum is 'seen' the LED will flash blue.

Pressing the ► key toggles the units between °F and °C. The ▲▼ keys adjust the resolution of the display between 1°, 0.1°, and 0.01°. These settings are independent of the settings used for Take-Temps mode.



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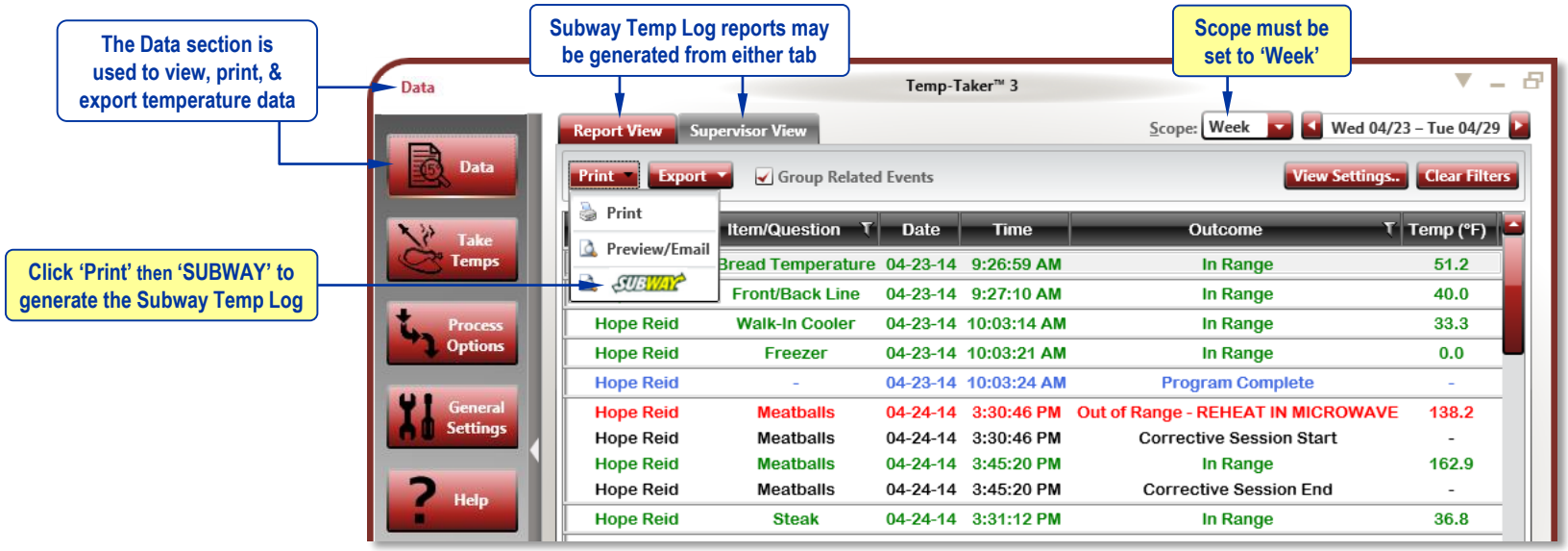
Generating Subway Temp Log reports

Subway Temp Log reports may be generated from either the Report View or Supervisor View tabs (see figure below). The report may be generated at any time after the first Temp event has been uploaded for the selected week. The Scope must be set to 'Week' (as shown in the figure). The cover page of this document contains images of a sample Temp Log report.


The Data section is used to view, print, & export temperature data
Subway Temp Log reports may be generated from either tab
Scope must be set to 'Week'
Click 'Print' then 'SUBWAY' to generate the Subway Temp Log
Data
Temp-Taker™ 3
Report View
Supervisor View
Scope: Week
Wed 04/23 – Tue 04/29
Print
Export
Group Related Events
View Settings..
Clear Filters
Preview/Email
SUBWAY
Take Temps
Process Options
General Settings
Help
Item/Question
Date
Time
Outcome
Temp (°F)
Bread Temperature 04-23-14 9:26:59 AM In Range 51.2
Front/Back Line 04-23-14 9:27:10 AM In Range 40.0
Hope Reid Walk-In Cooler 04-23-14 10:03:14 AM In Range 33.3
Hope Reid Freezer 04-23-14 10:03:21 AM In Range 0.0
Hope Reid - 04-23-14 10:03:24 AM Program Complete -
Hope Reid Meatballs 04-24-14 3:30:46 PM Out of Range - REHEAT IN MICROWAVE 138.2
Hope Reid Meatballs 04-24-14 3:30:46 PM Corrective Session Start -
Hope Reid Meatballs 04-24-14 3:45:20 PM In Range 162.9
Hope Reid Meatballs 04-24-14 3:45:20 PM Corrective Session End -
Hope Reid Steak 04-24-14 3:31:12 PM In Range 36.8

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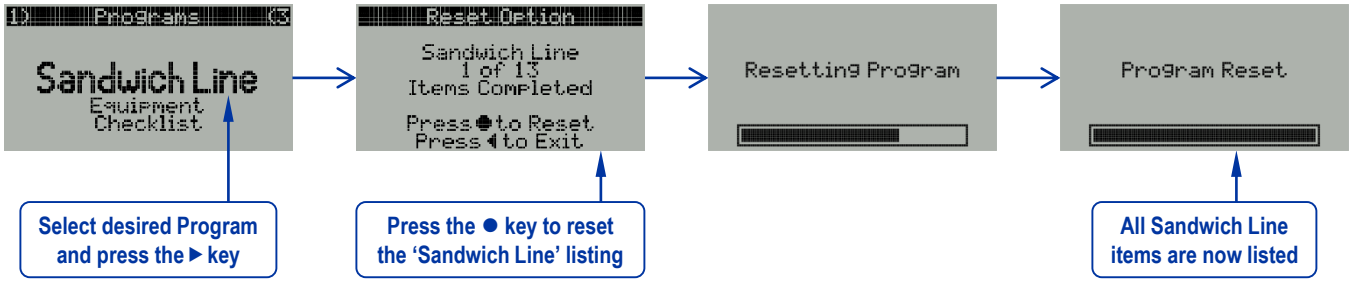
Notes & Tips

- All AM Temps *must* be taken between 12:00 AM and 11:59 AM. All PM Temps *must* be taken between 12:00 PM and 11:59 PM.
- You may take as many Temps as desired throughout the day. When generating the Subway Temp Log report the software will automatically select the Temps closest to the AM and PM Target Times entered in the General Settings → Printing tab (see slide #6). The time of the first Temp taken in the series is entered in the Subway Temp Log report.
- The Sandwich Line, Equipment, and Checklist entries are configured to be checked off (i.e. removed from the device's display) as the items are Temp'd or the questions are answered. These lists automatically reset after the last item or question is checked off. Additionally, a list can be manually reset at any time using the handheld device (see figure below).



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Notes & Tips (continued)

- Access to the software may be restricted to regular users by enabling PINs in the General Settings → Security Options tab. For more information see document T3UPSW *Using PINs With Subway Edition*.
- The very tip of the probe contains the temperature sensor. Therefore, when probing a product, make sure the *tip* of the probe is inside the product. If the tip exits the product on the other side, the temperature measurement may not be accurate.
- Target an area of the product close to the bottom of the food pan.
- If an initial product Temp is *slightly* Out of Range, try waiting a few seconds and then selecting REMEASURE without moving the probe from its position. If it's still Out of Range, try probing a different area of the product.
- Do not use the probe as a general tool or an icepick, as this may cause damage.
- You may use rechargeable batteries in the Temp-Taker® 3 handheld device. Always follow standard industry battery care instructions:
  - **Do not mix** alkaline batteries with zinc carbon or rechargeable batteries.
  - Replace **all batteries** at the same time.
  - Remove fully discharged batteries **immediately**.

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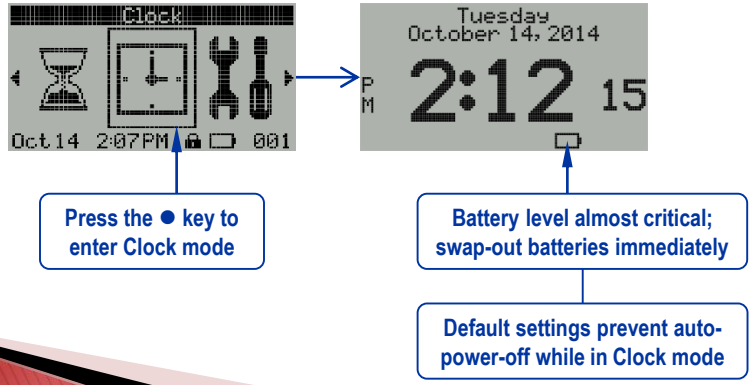
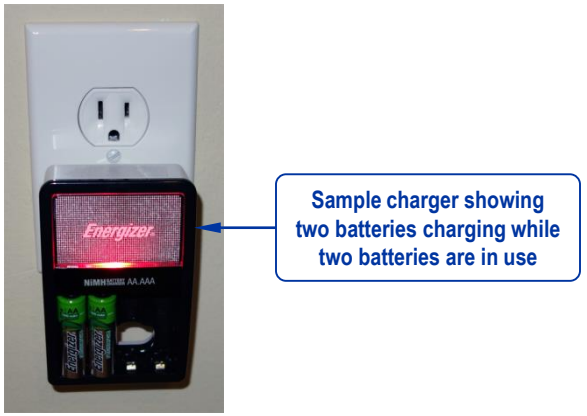
Notes & Tips (continued)

- Consider storing the handheld device in a highly visible location. For example, it can be magnetized to a cooler or freezer door. This will make the LED more visible when alarms are activated.

  Also, the device may be kept in Clock mode when not in use. We recommend using two pairs of rechargeable batteries when doing so. This way one charged battery pair will always be available when the device's battery level gets low (see figure).

  When swapping out batteries, first insert the charged batteries in the open compartment and then remove the depleted batteries from the other compartment. This will save you from having to connect the device to the PC software to unlock it after it powers up.





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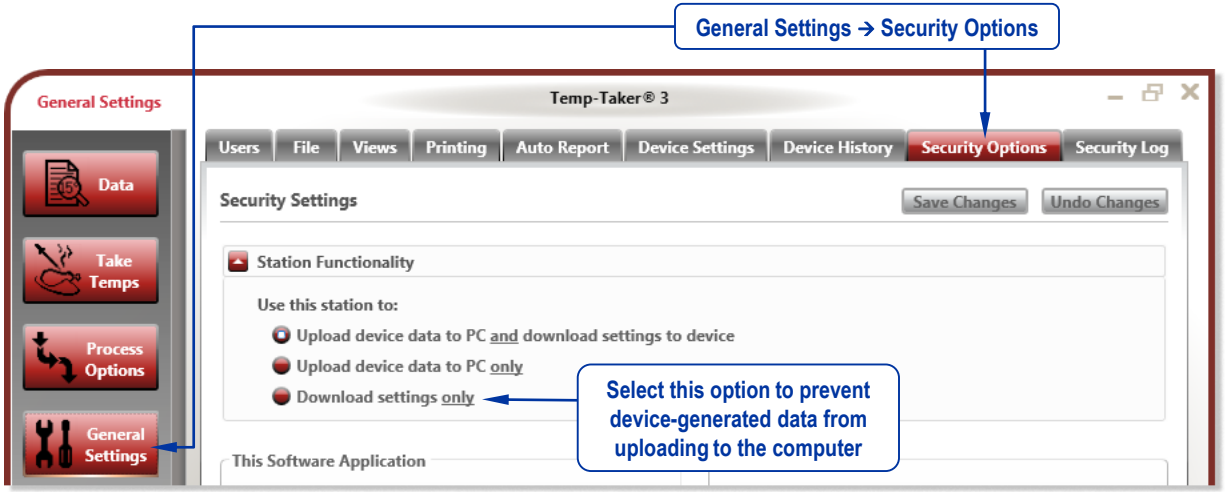
Notes & Tips (continued)

- Multiple Temp-Taker® handheld devices may be used simultaneously in a store. The software can upload data from any number of devices and consider all the data when generating the Subway Temp Log report.
- The Temp-Taker® software may be installed in more than one computer in a store. However, when doing so, make sure to select the 'Download Temps Setup and Settings only' option in the Station Functionality section of the Security Options tab ***on all computers except one*** (see figure below). This will ensure that data is uploaded to only one computer.



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Technical Support

Temp-Taker® technical support resources (including FAQs, technical documents, and training videos) are available via the following website:

http://www.ITDFoodSafety.com/Food_Temperature_Management/Temp-Taker_3/Support/

If you see any errors in the Temp-Taker® device or computer software application please email the following to support@itdfoodsafety.com:

- Your full name, company name, and contact information
- A brief description of how you became aware of the error; include (if available) any screenshots of error messages, pictures you may have taken, or other information relevant to the error
- The files *Error.log* and *TT3Database.sdf* (see Appendix 10.9 of document T3UMGE *Temp-Taker 3 - User Manual*)

If you need to speak with a Technical Support specialist, call (321) 676-3194 9AM – 5PM Eastern Standard Time.

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